

## Meeting of the Waterbury Select Board

Monday, August 15<sup>th</sup>, 2022

Hybrid meeting held at the Steele Community Room, 28 North Main Street and on Zoom

**Attendees:** Mike Bard, Dani Kehlmann, Roger Clapp, Chris Viens & Alyssa Johnson (Select Board), William Shepeluk (Municipal Manager), Gary Dillion (Fire Chief & Emergency Management Director), Bill Woodruff (Public Works Director), Steve Lotspeich (Planning and Zoning Director), Lisa Scagliotti (Waterbury Roundabout), Luke Williams, Britt Thompson, Kane Sweeney, Lawrence “Lefty” Sayah, Mal Culbertson, Lisa Walton, Dexter Lefavour

**Via Zoom:** ORCA Media, Tessa Yip, CW, MK Monley

The meeting was called to order at 7:00 pm at the Steele Room and on Zoom.

### **Approve Agenda**

A motion to approve the agenda was made by D. Kehlmann and seconded by R. Clapp. Two items were added to the agenda under Select Board items: a search committee update and letter of support for Waterbury Ambulance Service, Inc. (WASI). A vote to approve the agenda with the additions passed unanimously.

### **Consent Agenda**

- a.) Minutes of the July 27th Meeting*
- b.) Errors & Omissions Letter Dated August 15, 2022*
- c.) Liquor Licenses for Salt for Salt LLC & Old Stagecoach Inn*
- d.) Appoint William Shepeluk as the Voting Delegate at Town Fair*

A motion to approve the consent agenda was made by C. Viens. The motion was seconded by R. Clapp and passed unanimously.

### **Public**

There was no public comment.

### **Emergency Management Plan**

G. Dillon provided an overview of the updated Emergency Management Plan. The updated plan is the same as the [2021 Plan](#), with only minor updates to reflect those in new positions, including Select Board members.

It was noted that the current plan was a result of a plan created when Barb Farr was hired after Tropical Storm Irene. There was discussion of the use of fire department and their incident command system; the firefighters have training and experience in the use of this system. Staff have also undergone some training and tabletop exercises, with the most recent being scaled back because of Main Street reconstruction.

It was noted that all Select Board members should review the plan, and that incident command system is a topic that should be reviewed at a future meeting. G. Dillon can share links for classes and/or conduct a refresher class for the Board. Because Waterbury has a municipal

manager form of government, there are fewer responsibilities for Select Board members than might otherwise be the case. It was highlighted that the purposed of the Emergency Management Plan is to build a chain of command and inform who is the source of information for the public. It was noted that there is a variety of municipal transitions underway, and that the contact information can be updated as needed.

By consensus, the Select Board agreed to have a formal vote to approve the updated Emergency Management Plan at its next meeting.

### **Stowe Street – Speeding**

W. Shepeluk provided background about how speed limits are set on town highways. State law dictates that speed limits can be set between 25 and 50 MPH. He provided additional detail from the resource “[Setting Speed Limits- A Guide for Vermont Towns.](#)” Typically traffic counts and data are used to inform speed limit setting. On smaller streets, speed monitoring is used based on the premise that the average driver will drive at a speed that is safe for that street. When setting a speed limit, the guidance is to set the limit so 85% of vehicles are traveling slower than the limit.

When W. Shepeluk worked with VTrans to set the speed on all streets in Waterbury, his recommendation to the then Village Trustees was that the limits for Main Street and Stowe Street should be 30 MPH. The Trustees adopted a lower limit, and both have been 25 MPH since the early 1990s. Because these limits have been posted for so long, they are “grandfathered in” and can remain even though the guidance would indicate that a traffic study would be needed. W. Shepeluk provided an explanation of observations he conducted on Stowe Street prior to the meeting, shown in the attached graph.

W. Shepeluk also provided information regarding enforcement. He shared the Front Porch Forum posts regarding speeding and other communication to Lt. White at the Vermont State Police with a request to increase speed enforcement in the area. It was noted that the top priorities for the VSP Troopers are property crimes and other disturbances. W. Shepeluk also called Washington County Sherriff’s Office to see if they were able to support enforcement. They have a contract with some towns in the Mad River Valley, and charge \$31.25 per hour plus mileage, beginning from leaving offices in Montpelier for a minimum of 3 to 4 hours a week. It was indicated that there is potential funding from the Community Services Officer that was budgeted. It was clarified that a certified law enforcement officer is required to issue speeding tickets. There was additional discussion about the potential effectiveness of variety of potential enforcement strategies.

B. Woodruff provided information about the line stripping for Stowe Street. Stowe Street has varying widths, and is not wide enough for bike lanes on the entire length. The state paints yellow lines, and there are ways to slow people down with line stripping. One such practice is narrowing the lane width with a white fog line.

It was noted that there is a Stowe Street sidewalk project covering the portion of the street from Swasey Court north that is still waiting on plans from the design engineer. There is funding for the project in the budget, and because of the funding source, the project will be bid out for a contractor to place the concrete.

D. Kehlmann emphasized that the most important priority is increasing safety. She highlighted the potential action items underway or that could be requested to improve safety on Stowe Street. These include asking town to paint fog lines to decrease the travel lane width, requesting that state troopers increase their traffic enforcement on Stowe Street and in general, and moving forward with sidewalk project as proposed.

A motion to authorize the town to proceed with the actions outlined by D. Kehlmann was made by R. Clapp. The motion was seconded by A. Johnson.

There was additional discussion regarding parking on Stowe Street. It was noted that any action to modify parking would require changing the parking ordinance, which would need to be warned for a subsequent meeting. It was noted that there insufficient width for two travel lanes and two sets of parking stalls in front of Brookside Primary School.

The Board discussed the exact lane width, and by consensus, agreed to a 10.5 foot lane width.

It was noted by a resident that a portable speed bump on Guptil Road was highly effective when it had been deployed there. Staff indicated that a speed bump or table would not be appropriate for a class two highway.

The motion to authorize painting fog lines for 10.5 foot lane widths on Stowe Street and continuing with the enforcement guidance and sidewalk project passed unanimously.

### **Park Planning Study Update**

S. Lotspeich provided an update on the progress of the Park Planning Study. The planning process kicked off with a with productive meeting on Wed. July 13 with members of the Steering Committee and consultants from SE Group. The next step in the process is the site walk the Steering Committee and those interested in attending on Friday, August 26<sup>th</sup> beginning at 9 am at Hope Dave and reconvening at the Ice Center at noon. The agenda and minutes for these and any future meeting are being posted on the [Planning Commission page of the municipal website](#). Since the meeting, SE Group has received baseline information and had a wetland delineation completed by a consultant

On **Thursday, September 15<sup>th</sup>, 2022 from 5 to 7 pm** there will be a visioning workshop at the Hope Davey Pavilion located at 116 Maple Street. This is a drop-in opportunity for members of the public to provide input on their vision for the properties. There will be additional advertisement of the event, and all are welcomed and encouraged to attend. S. Lotspeich provided additional background on potential topics that will be covered in the study, including existing facilities, management options, potential new projects for the sites, and the potential relocation of access road and naming of the “Area by the Ice Center”.

The concepts prepared by the consultants after the input meeting will be presented at a public Select Board meeting, and the full the planning study will be wrapped up by middle of December.

W. Shepeluk noted that there have been complaints about unsanctioned disk golf course activities, and reiterated that no changes of the course, cutting of plants, or moving of tees should be happening. He emphasized that there is an opportunity to provide input on proposed changes

though the planning study, and that potential changes can then be incorporated into future planning and budgets.

S. Lotspeich noted that there had been a formal complaint about wetland impact and visit with Shannon Morrison, a District Wetlands Ecologist from the State Department of Environmental Conversation. The complaint was resolved, and the Town is not in violation of any wetland regulations.

### **Update on Town Manager Selection Committee**

D. Kehlmann provided an update on the progress of the Municipal Manager Search Committee. The group encountered challenges with the town-wide internet outage on Friday 8/13/22, which interrupted some of the interviews that were scheduled. The group successfully complete four interviews earlier in the day and have three scheduled for 8/16/22. At the end of all of the interviews, the group will narrow down to 2-3 candidates for in person follow up interviews. The follow up process will include a longer interview with the full boards, opportunity for public input, tour of facilities, and chatting with staff members. Those candidates will be notified by the end of the week. It was noted that there was a strong and broad pool of applicants, which were whittled down to the seven who were interviewed. R. Clapp expressed support for sharing additional information about the dates as soon as practicable.

### **WASI Letter of Support**

A. Johnson shared that WASI expressed interest in applying to Building Communities Grant Program Human Services and Educational Facilities grant, which is due on September 10, and allows up to three letters of support. She had not confirmed the final intent to apply with WASI. By consensus, the Board supported working with WASI to give approval for a drafted letter of support at their meeting on September 6th.

### **2021 Audit Report**

W. Shepeluk provided an overview of the audit process. The Town has an audit completed every year, and is in generally good shape, financially. The management letters of the audit report for the years ending 2020 and 2021 note some deficiencies.

Auditors had a question about the tax escrow account that was kept in a separate account. The problem has been accounted for by moving the fund into the town's general checking account. The fact that the town has not completed a fraud risk assessment was noted in both of the most recent letters. The auditors would like the town to document and "amp up" a system of internal control. W. Shepeluk emphasized that there is a good system of separation of duties where those who write checks are not those that reconcile accounts. In addition, expense coding forms need to be signed by department heads and go to the bookkeeper. This results in the warrants which are signed by the Select Board and then go to town treasurer. The Town has a variety of policies as required by the federal government to accept federal grant funding. Some are not up to date, and W. Shepeluk does not have the time or expertise to revise them efficiently.

W. Shepeluk will provide printed and/or electronic copies of the Audit report to Select Board members before the next meeting.

### **Consider Hiring a Consultant to Update Town's Financial Policies & Procedures**

W. Shepeluk presented a proposal to hire Mike Gilbar as a temporary employee to update the Town's financial policies and procedures. M. Gilbar was the CFO for the Vermont Leagues of Cities and Towns and very knowledgeable financial policies and procedures. He does not operate his own business, which is why the proposal is for hiring as a temporary employee. M. Gilbar can also complete the fraud risk assessment noted by the auditors. The rate would be for up to \$65 an hour, and there is funding for this work included under the Professional Services line in the General Government Services in this year's budget. The work would be completed by the end of the year, and ideally before November 1 so that the policies are in place for the new manager.

D. Kehlmann made a motion to authorize the hiring of M. Gilbar as a temporary employee as outlined. The motion was seconded by R. Clapp and passed unanimously.

### **Makersphere Request to Paint Electrical Boxes**

MK Monley provided an update on the project. After speaking with those leading the electrical box painting efforts in South Burlington, it was noted that it was easier to paint with a smaller group of students.

MK shared a design created by 4 students and artist Julio Desmont, who previously did work with students at Brookside Primary School. The proposed design would be for the electrical box at the intersection of Main and Stowe Streets. The design is to paint a train around the box, and have each side of the box be a different season.

If the proposal is approved and the weather cooperates, the group will move forward with completing the art, ideally before school starts. It was noted that the group would tape off the identifying info on box before painting to ensure the information remained unobstructed.

A motion to approve the painting of the electrical box as outlined was made by R. Clapp. The motion was seconded by C. Viens and passed unanimously.

### **Other Business**

At 8:35 pm, C. Viens made a motion to adjourn the meeting. The motion was seconded by D. Kehlmann and passed unanimously.

Respectfully submitted,

Alyssa Johnson, Select Board Secretary

Next Meeting: **Tuesday**, September 6th, 2022 [Tuesday meeting because of the Labor Day holiday]

Speeds Observed on Stowe St.  
Monday 8/15/22 From 5:00-5:30 pm

